

AGENT APPLICATION FORM

ONSHORE AGENCY OFFSHORE AGENCY

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

A. PERSONAL INFORMATION

What type of business is your agency?

A sole proprietor A partnership An incorporated company Others

Registered Company Name

Trading Name (If applicable)

Place of Registration Country of Registration

Date of Registration

ABN/ACN
(If located in Australia)

Number of Years in Operation Number of Staff MARA NO QEAC NO

HEAD OFFICE ADDRESS

Street Address

Suburb State Postcode Country

Office Phone Mobile Email

Website

B. DETAILS OF CEO/DIRECTORS & EMPLOYEES

1. Name of your Chief Executive Officer/ Director: Mr Miss Ms Dr

Surname Given Name

Telephone Mobile

Email

Please provide list of your qualifications, background and previous work experience.

2. Main contact officer: Mr Miss Ms Dr

Surname Given Name

Telephone Mobile

Email

Please provide list of your qualifications, background and previous work experience.

3. Other contact officer: Mr Miss Ms Dr

Surname Given Name

Telephone Mobile

Email

Please provide list of your qualifications, background and previous work experience.

C. YOUR BUSINESS PROFILE

1. Please provide list of your offices/representative offices and their location.

1.	3.
2.	4.

Are you a member of any agent association or professional industry body? **Yes** **No**

Name of Association	Years of Membership
e.g., MARA, AAERI, ECAN etc	

2. Which courses are your students most interested in? (Please tick relevant boxes)

Vocational Education **Others**

3. Do you currently represent any Australian education institution? **Yes** **No**

If yes, please provide the list of Australian education institution that you currently represent.

Name of Institution	How many years have you represented this institution?	Total number of students recruited to this institution?

4. Do you represent any other education institution for countries other than Australia? **Yes** **No**

If yes, please provide the list of other education institution for countries other than Australia.

Name of Institution and Country	How many years have you represented this institution?	Total number of students recruited to this institution?

5. How many years of experience your agency and your staff have in Australian education Sector?

6. Has any of your staff undertaken specific International recruitment training such as QEAC or relevant certification? Please provide specific details.

7. Which geographical area do you intend to recruit students and why?

8. Please provide list of all your services you provide to your students.

9. Do you charge (or intend to charge) students / applicants any fee or commission for processing their application?

10. Please explain your marketing plan to recruit students to the courses offered by Rockford College?

11. What are the characteristics of your potential market (age, income, educational background, courses they are interested etc.)

12. Please explain the most suitable time of the year to conduct a marketing trip to your region or visit your office to recruit students and why?

13. What would be the target number of students your agency aims to recruit if appointed as an Agent for Rockford College ?

First Year:

Second Year:

D. Understanding of and complying with ESOS requirements

1. Are you and your staff familiar with National Code of Practice for Providers of Education and Training to Overseas Students to Overseas Students 2018 (The National Code 2018)?

- Yes No

2. What are the main responsibilities of Agents under the National Code 2018 and explain how your agency will comply with these obligations?

3. Are you and your staff familiar with Education Service for Overseas Student Act 2000(The ESOS ACT 2000)?

- Yes No

4. Are you and your staff familiar with Agent Code of Ethics (ACE)?

- Yes No

5. Do you and your staff regularly monitor the following website for regular updates?

- Department of Home Affairs: www.homeaffairs.gov.au Yes No
- Department of Education and Training: www.education.gov.au Yes No
- Tuition Protection Services: www.tps.gov.au Yes No
- Study in Australia: www.studyinaustralia.gov.au Yes No

6. Are you and your staff familiar with student visa conditions and do you explain these conditions to every single student you recruit?

Yes **No**

7. Do you and your staff understand that the primary purpose of students coming to Australia on a student visa is to study and they must study full time? Do you and your staff explain this condition to every single student you recruit?

Yes **No**

8. Do you and your staff understand that the ultimate visa decision can only be made by Department of Home Affairs and under no circumstances anyone should guarantee the visa outcome?

Yes **No**

9. Do you and your staff understand and are prepared to comply with all the requirements of Rockford College about marketing and advertising, course materials, student application procedures and providing updated information's to students?

Yes **No**

10. Do you and your staff understand that you can only use marketing and other course materials supplied by Rockford College and under no circumstances these materials can be modified.

Yes **No**

11. Do you and your staff provide pre-departure information to your students after successful visa grant?

Yes **No**

12. Please explain the pre-departure information you provide to your students?

D: REFERENCES

Please provide the names of two referees who may be contacted if your company is selected. At least one referee must be from an Australian education institute.

REFEREE 1

Name	<input type="text"/>	Company	<input type="text"/>
Position	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

REFEREE 2

Name	<input type="text"/>	Company	<input type="text"/>
Position	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

E. DECLARATION BY AGENT

I confirm that, the information provided in this application is true and accurate to the best of my knowledge. I also authorise Rockford College to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with Rockford College in accordance with National Code 2018 and VET Quality Framework (VQF) including standards for NVR.

Authorisation Signature _____

Date _____

Name of Officer _____

Position _____

PLEASE RETURN COMPLETED APPLICATION TO:

ROCKFORD COLLEGE

Level 3/633 Princess Highway Rockdale NSW 2216

Tel: (+61) 02 8593 5200

Email: marketing@rockford.edu.au

APPLICATION CHECKLISTS

- Application form completed and signed
- Evidence of business registration attached
- Evidence of any agent association or professional industry body attached
- Evidence of representing other education provider attached
- Completed and signed Agent Agreement attached

OFFICE USE ONLY

Referees checked by		<input type="checkbox"/> Approved	<input type="checkbox"/> Refused	Date:	
Approved by:		<input type="checkbox"/> Approved	<input type="checkbox"/> Refused	Date:	

Comments